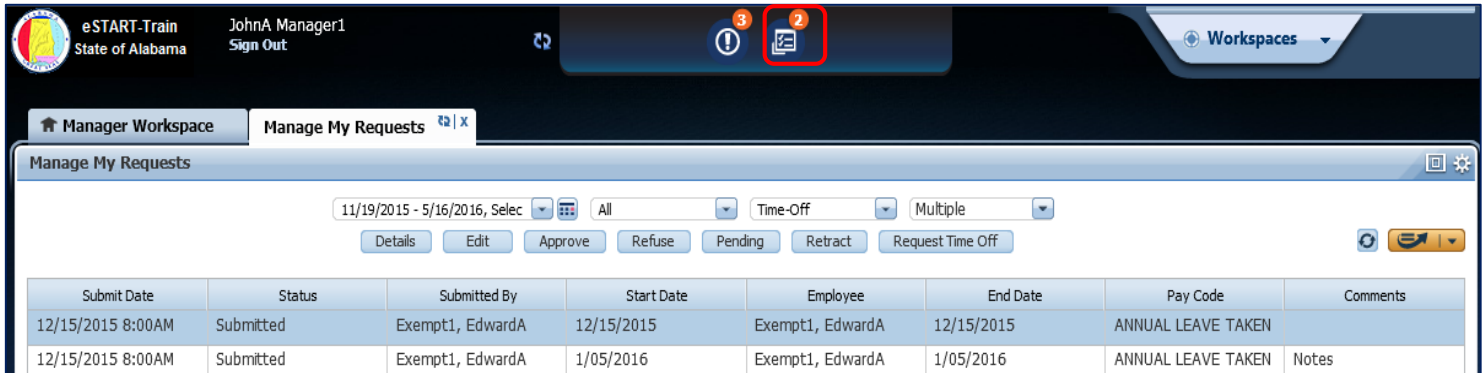


Reviewing Time Data at the End of the Pay Period

Preparing to approve the timecards is extremely important to ensure that your employee's time and leave events are accurate. Several tools are available in eSTART to aid in this process.

Manage My Requests

Access the Manage My Requests widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from the **Request Manager** alert icon or from **Related Items>Manage My Requests**. Any requests in Submitted or Cancel Submitted status must be addressed.



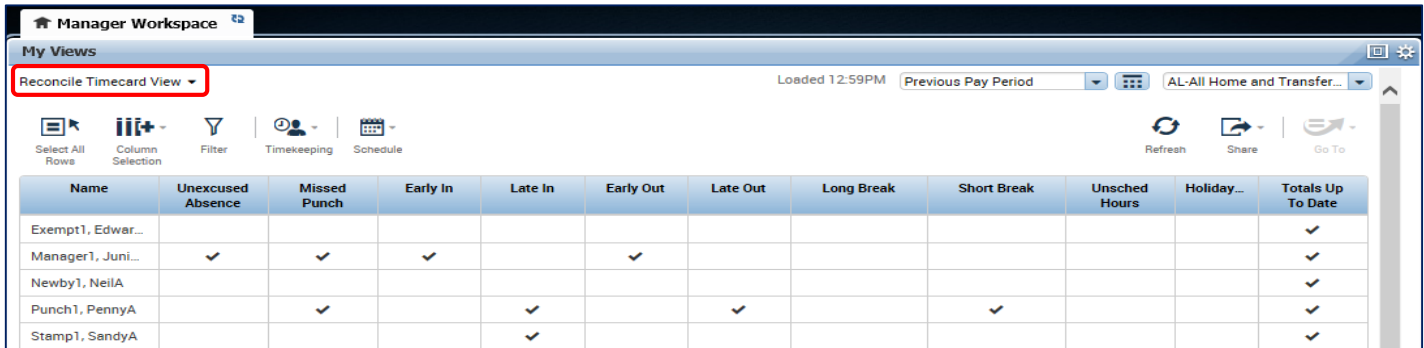
11/19/2015 - 5/16/2016, Select All Time-Off Multiple

Details Edit Approve Refuse Pending Retract Request Time Off

Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
12/15/2015 8:00AM	Submitted	Exempt1, EdwardA	12/15/2015	Exempt1, EdwardA	12/15/2015	ANNUAL LEAVE TAKEN	
12/15/2015 8:00AM	Submitted	Exempt1, EdwardA	1/05/2016	Exempt1, EdwardA	1/05/2016	ANNUAL LEAVE TAKEN	Notes

Reconcile Timecard

The Reconcile Timecard widget helps you to identify timecard discrepancies at the end of a pay period so that you can perform final edits. You must correct all exceptions before timecards are signed off by Administrators. Otherwise, employees may not get paid correctly for that pay period. This view is accessed from the **Manager Workspace**.



My Views Reconcile Timecard View Loaded 12:59PM Previous Pay Period AL-All Home and Transfer...

Select All Rows Column Selection Filter Timekeeping Schedule Refresh Share Go To

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Long Break	Short Break	Unsched Hours	Holiday...	Totals Up To Date
Exempt1, EdwardA											✓
Manager1, Juni...	✓	✓	✓		✓						✓
Newby1, NeilA											✓
Punch1, PennyA		✓		✓		✓		✓			✓
Stamp1, SandyA				✓							✓

Employee Hours View

The Employee Hours View widget is useful for verifying that your employees have the correct number of hours for the pay period. Any compensatory time or overtime earned by an employee may be viewed here as well. This view is accessed from **My Views>Employee Hours View**.



My Views Employee Hours View Loaded 1:04PM Previous Pay Period AL-All Home and Transfer...

Select All Rows Column Selection Filter Timekeeping Schedule Refresh Share Go To

Person Name	Perso...	Pay Rule	Regular Hours	Non Worked...	Reg & Non W...	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0	Total Hours
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXE...	71:00	10:00	81:00					81:00
Manager1, JuniorA	10301	SMARS COMP 60P	64:00	16:00	80:00					80:00
Newby1, NeilA	10501	Needs Update								
Punch1, PennyA	10201	SMARS COMP 60P	72:00	8:00	80:00			0:30		80:30
Stamp1, SandyA	10401	SMARS COMP 60P	70:00	8:00	78:00					78:00

The Pay Period Close widget is also useful for making a final review of your employee time records and displays indicators for employee and manager approvals. This view is accessed from **My Views>Pay Period Close View**.

08/2016